

## **PART I**

### **STATEMENT OF WORK INCIDENT MANAGEMENT TRAINING CONFERENCE**

#### **I. BACKGROUND**

##### **2.0 SCOPE**

**2.1 EPA will conduct a Best Value Judgement of proposals provided for the facilities, location, and services required. The only acceptable dates for this conference are December 6 -10, 2004. Place of Performance (location of facility) shall be within eight (8) miles of San Diego International Airport (SAN) in San Diego, CA; or, within eight (8) miles of Los Angeles International Airport (LAX) in Los Angeles, CA. Both locations identified for place of performance are considered to be equal for evaluation purposes; only the specific facilities offered will be evaluated based on location. Only one location and vendor will be chosen, based on best overall value of proposals submitted.**

**2.1 The Offeror shall provide the facilities and services necessary to perform the requirements of this contract, including, but not limited to, guest rooms, meeting rooms, audio/visual equipment, and business center services.**

**2.2 The Offeror shall provide the facilities and services for the conference as a complete package. Offerors shall provide a minimum of 98% of the sleeping rooms each night at the primary hotel; if an overflow hotel is proposed for up to 2% of sleeping rooms each night, the Offeror shall propose only an overflow hotel that is less than five (5) minutes by car to the primary hotel and is easily accessible from the primary hotel. The primary and overflow hotel quote shall be combined as one offer.**

**2.3 The Training conference will be held over 5 days, Dec 6-10, 2004. Most guests will begin arriving Dec 5, and depart Dec 11, 2004.**

##### **3.0 MANDATORY REQUIREMENTS**

**3.1 The hotel shall be compliant with the Hotel and Motel Fire Safety Act of 1990 15 U.S.C. 2201 et seq, (Public Law 101-391), and must hold a FEMA certification number.**

**3.2 The hotel shall be compliant with Americans w/Disabilities Act, 42 U.S.C. Section 12101 et seq. (ADA).**

**3.3 The hotel shall have one of the following quality ratings:**

**First class or higher per the Official Hotel Guide; or  
Three crowns or higher per the OAG Business Travel Planner; or  
Three diamonds or higher per AAA; or  
Two stars or higher per the Mobil Travel Guide.**

**4.0 GUEST ROOMS**

**Estimated maximum quantity of rooms per night:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date					12/2	12/3	12/4
Block					6	22	60
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	12/5	12/6	12/7	12/8	12/9	12/10	12/11
Block	100	115	115	115	110	40	10

- 4.1 Room Block and Rates:** The hotel shall provide the guest rooms at the current Federal lodging rate or less. The hotel shall guarantee that these rates are applicable for December 1-30, 2004. Up to 500 of these room nights may be purchased via Government Purchase Order at the Government tax-exempt rate or less. The remainder will be paid by individual guests and shall be at the Government per diem rate or less. Each guest will be responsible for room expenses unless they are part of a rooming list provided by EPA on December 1, 2004. After that date, the rooming list will be updated daily to the hotel by EPA. Each individual guest will be responsible for his/her incidental charges. At least 2 available sleeping rooms per night shall be wheelchair accessible rooms.
- 4.2 Cut-off Date:** The Guest room block shall be in force until the cut-off date of November 10, 2004. The hotel may release the unreserved rooms after the cut-off date.
- 4.3 Reservation Procedure:** The primary reservation procedures will be individual call-in bookings by EPA and other Government attendees, speakers, and invited conferees. Individuals will call the hotel directly to make, change or cancel their reservation. The meeting lasts five (5) days; most participants will check-in the day prior to the conference and check-out the last day of the conference. An average of ten (10) participants will choose to extend their stay at their own expense, and shall be able to do so at the

same Government rate for up to 3 days prior to and/or following the conference; Government rates and rooms shall be made available by the hotel. The hotel shall notify and confirm the number and names of reservations to the COTR/Designee at each occasion when the room block reaches 50%, 75%, 85%, 95%, and 100% reserved for each day of the room block. This is important to ensure room block quotas are met in a timely manner, and to anticipate overflow situations. Failure to notify EPA of these percentages will indicate a failure to meet performance requirements on the part of the Offeror.

**4.4    "Walked" Reservation:** In the event that the hotel does not honor a confirmed reservation, the hotel shall, at its sole expense, secure a guest room in a comparable or better quality hotel, and provide transportation to and from the alternate hotel for the length of time that the guest is required to stay at the alternate hotel. The hotel shall compensate the relocated guest for two long distance phone calls to notify family and co-workers of his/her location. The hotel shall notify the COTR/Designee immediately of any walked reservation. The hotel shall return the guest to the primary hotel as soon as a guest room becomes available. Failure to accomplish the above will indicate a failure to meet performance requirements on the part of the Offeror.

**4.5    Guaranteed Late Arrival/Cancellation:** Each individual attendee will guarantee his reservation for late arrival. The hotel shall not release any room that is booked by the individual attendee unless the individual attendee cancels the booking or if the attendee does not arrive the day after his/her expected arrival day.

## **5.0    MEETING ROOMS**

**Estimated maximum quantity of meeting rooms (all ADA accessible):**

**5.1    One plenary room that can seat 110 people at 8 per table of round tables, and accommodate audio/visual requirements, including riser with podium and microphone, and 84 x84 screen. Plenary will be in use at the following times:**

**Monday, 12/6 from 08:00-17:30**

**Tuesday, 12/7 from 08:00-17:30**

**Wednesday, 12/8 from 08:00-17:30**

**Thursday, 12/9 from 08:00-17:30**

**Friday, 12/10 from 08:00-13:30**

**5.2    Classrooms:** Classrooms will be utilized Monday -Friday, and shall be available 07:00-18:00. All classrooms shall provide space for A/V, including flip-charts, LCD projectors and screens. All classrooms shall be in close

proximity to the registration area, and shall be adequately sound proof so as to avoid disruption of other training classes. All classrooms shall be ADA compliant. Classrooms shall have controllable lighting so that training materials and A/V equipment are easily viewable.

	People	Set-Up	12/6 - 12/10
1.	35	Classroom style	07:00-19:00 -2500 Sq ft min. 24 hour hold
2.	35	Classroom style	07:00-19:00- 24 hour hold
3.	25	Classroom style	07:00-19:00
4.	25	Classroom style	07:00-19:00
5.	25	Classroom style	07:00-19:00
6.	25	Classroom style	07:00-19:00
7.	20	Classroom style	07:00-19:00

- 5.3 Two securable work rooms for conference and training support staff and equipment that shall be on reserve 24 hours 12/3-12/11, provide a minimum of 1500 square feet each, and near the classrooms. Materials will arrive no sooner than 4 days prior to event.
- 5.4 One speaker-ready room that shall be on reserve 24 hours/day. Proximity to other meeting space is not a requirement for this space.
- 5.5 Centrally-located conference registration area with an in-house telephone line and in close proximity to the breakout rooms.
- 5.6 One Hospitality Suite-style meeting and networking space for ad-hoc breakout sessions on 24 hour/day hold. (Traditionally has been a hospitality suite-style that can accommodate up to 40 people in a social setting)
- 5.7 Adequate number of pay telephones and restrooms convenient to the meeting rooms.
- 5.8 Outdoor area (Public or Private, Private is preferred) that is suitable for Training exercises with a minimum size of 10,000 sq. ft.
- 5.9 Indoor physical fitness training area (gymnasium) that is a minimum of 3,000 sq. ft.

**5.10 Meeting Room Block and Rates:** The hotel shall provide meeting rooms and function space based on the conference schedule. Meeting rooms and function space shall be provided based upon the hotel's offer, e.g., sliding scale, flat fee or complimentary. Additionally, if the hotel provides discounts for meeting rooms and function space rentals, the hotel shall provide the discounts as part of their quote.

## **6.0 FOOD AND BEVERAGE**

**6.1** Early-morning, mid-morning, and afternoon break light-refreshments for 110 people shall be provided for Monday through Friday; items shall include coffee, tea, sodas, bottled water, and an assortment of snacks.

**6.2** Lunch for 98 people shall be provided for Monday through Friday; the price shall not exceed \$26 per person.

## **7.0 AUDIO/VISUAL EQUIPMENT**

**7.1** The Offeror shall provide a complete listing of its available audio/visual equipment, prices and all fees. NOTE: ALL A/V fees and charges shall be identified separately. The listing will be considered as an evaluation factor.

**7.2** The Offeror shall provide a cumulative and unit price quotation for the following identified equipment. All classrooms shall have two (2) flip charts. The Plenary room shall have one (1) wireless microphone and one (1) lavalier microphone connected to the public address system.

Please provide prices for the following A/V equipment, including ALL labor and fees charged.

<b>Registration Area, Plenary Session, and Break Out Rooms</b>								
<b>Equipment</b>	<b>12/5</b>	<b>12/6</b>	<b>12/7</b>	<b>12/8</b>	<b>12/9</b>	<b>Totals</b>	<b>\$/each</b>	<b>\$</b>
84" X 84" or larger Screen for Plenary	1	1	1	1	1	5		
T1 Lines	1	1	1	1	1	5		
Cork message board	1	1	1	1		4		
"Post-it" Flip charts with magic markers	12	12	12	12	12	60		
Easels for posters	2	2	2	2	2	10		

<b>Registration Area, Plenary Session, and Break Out Rooms</b>								
<b>Equipment</b>	<b>12/5</b>	<b>12/6</b>	<b>12/7</b>	<b>12/8</b>	<b>12/9</b>	<b>Totals</b>	<b>\$/each</b>	<b>\$</b>
Lavalier wireless Microphone and 4 channel mixer	1	1	1	1	1	5		
Hand Held Microphones	1	1	1	1	1	5		
Microphone with Podium	1	1	1	1	1	5		
Internal telephone lines installed in meeting rooms	20	20	20	20	20	100		
AV set up charges								
Total AV charges								

- 7.3 Audio/Visual Equipment/Labor and Business Center Services shall be provided at the quoted prices specified.**
- 7.4 The COTR/Designee will provide the audio/visual requirements within 7 days in advance of the official start date of the Conference.**
- 7.5 The COTR/Designee has the right to order audio/visual equipment and business center services at any time during the Period of Performance of the Contract. The hotel shall provide the equipment and services.**

## **8.0 OTHER CONSIDERATIONS**

- 8.1 The Federal Government is exempt from paying taxes. The tax exempt number is 52-085-2695. All state or municipality taxes or fees of any form from which the Federal Government will not be exempted shall be identified and included in the price quotation. Rates proposed for Lodging, Meeting Room Space, and Food and Beverage shall be inclusive of all taxes, surcharges, and fees.**
- 8.2 All fees and charges for services shall be identified in the price quotation. Inexpensive parking and easy access to public transportation is preferred. Proximity to restaurants and other attractions is preferred. Columns and other obstructions that restrict veiwing or set-up in training rooms are a negative factor.**

- 8.3 Noisy or disrupting events, including construction, scheduled at/near facility are negative factors and shall be identified in the quote.
- 8.4 Facility dedication to EPA event (i.e. no other events that may compete for priority) is a positive factor
- 8.5 Proximity of lodging to meeting facilities is an evaluation factor.
- 8.6 Transportation: Provide information on the closest airport, distance to that airport, and shuttle availability and average costs to/from that airport.
- 8.7 Agenda: The agenda for the event is under development.
- 8.8 The COTR/Designee will provide the hotel with a tentative program within 20 days in advance of the conference. The COTR/Designee will confirm the program to the hotel within 15 days prior to the start of the conference.
- 8.9 Confirmation of Assigned Rooms: Based on the attendance figures provided by the hotel and the room setup style provided by the COTR/Designee, the hotel shall confirm the meeting room assignments within 10 calendar days of receipt of the confirmed program.
- 8.10 Reassignment of Rooms: The hotel may reassign room(s) if EPA's requirements change; or the number of attendees fluctuates by more than 50%; *and only if* the COTR/Designee approves the reassigned room(s).
- 8.11 24-Hour Room Hold: The hotel shall hold the rooms specified in the schedule as 24 hour hold on a 24-hour basis (12 midnight to 12 midnight) *unless* the COTR/Designee releases the space hold back to the hotel.
- 8.12 Change in Function Times: The COTR/Designee may, with the hotel's approval, adjust a function's start and end time (For example: A meeting originally scheduled from 9:00am to 10:30am may be changed to start at 10:00am and end at 11:30am).
- 8.13 EPA Signage: The EPA will display signs and in and around the meeting space blocked for EPA's use.
- 8.14 Parking shall be provided at the prices specified in the quotation.
- 8.15 The hotel shall provide the EPA with 15 free parking permits for the duration of the conference.
- 8.16 The hotel shall provide all parking (including fee-based) to conferees on an unlimited in/out basis. As used herein, "unlimited in/out basis" means that the conferees may drive the car out and back into the parking lot as desired on any given day without additional charges.

## **9.0 REPORTS**

- 9.1 The hotel shall provide written confirmation of meeting rooms and services that are ordered by the COTR/Designee in the form of Banquet Event Orders (BEO)s.
- 9.2 The hotel shall provide the COTR/Designee with a final guest room pickup report with the final invoice. This report shall contain the following information:

- o Listing of individuals, by last name, in the EPA block of rooms;
- o Arrival and departure date of each reservation;
- o Total number of room nights of each reservation;
- o Total number of room nights actually picked up in the EPA block of rooms;
- o Total number of complimentary room nights, based on the number of paid room nights actually picked up.

**9.3 The hotel shall provide the COTR/Designee with a final revenue report with the final invoice. This report shall contain the following information:**

- o The total food and beverage revenue.
- o The meeting room revenue.
- o The audio/visual equipment revenue.
- o The business services revenue.

## **10.0 CONTRACT ADMINISTRATOR**

**10.1 The hotel shall provide a contract administrator to serve as the single point of contact for the coordination of all contract activities. The hotel shall also designate an alternate contract administrator in the event that the contract administrator is absent.**

**10.2 The hotel shall notify the COTR/Designee in writing of any intended replacement for the contract administrator or alternate contract administrator.**

## **11.0 AUTHORIZED SIGNER OF HOTEL AGREEMENT**

**11.1 The Hotel Agreement shall be signed by an authorized representative of the hotel (e.g. hotel's director of sales, sales manager). The Hotel Agreement is between the EPA and the hotel. All business will be conducted directly with the hotel, and all payments will be made to the hotel.**